

SHARPNews Note 2001-22
15 October 2001

Quarterly Education Data Welcomed

Dear SHARP Instructors - it's time again to inform your SHARP Community Leader or SHARP Area Coordinator of the sexual responsibility education you've conducted during **Jul-Sep 2001**. You can call, fax, mail, or e-mail your numbers in. The report format is shown here (assuming you're looking at the full-graphic version of this note on-line at <http://www-nehc.med.navy.mil/hp/sharp/shrpnws.htm>). The report format is also shown in the SHARP Leaders Guide at http://www-nehc.med.navy.mil/downloads/hp/lead_sharp.pdf.

It's very simple, and looks like this:

SHARP Instructors' Report Instructors may use this format to report data to SHARP Leaders			Leaders are asked to e-mail a consolidated report for their Area to NEHC SHARP (macdonaldb@nehc.med.navy.mil) quarterly, by the 15th day of January, April, July, and October. Please use the format shown here. Data may be sent in excel, word, or by fax or phone. In addition to the mandatory 1-hour / GMT briefings provided to active duty Sailors and Marines in compliance with SECNAVNOTICE 5300, we request this form also be used to report other sexual health and HIV prevention education encounters. These might include liberty briefings, AIDS-in-the-workplace lectures, and similar briefings presented to schools, drug rehabilitation groups, workplace specific audiences, etc.
Instructor Name /Phone:			
Reporting Period (Qtr/Yr):			
date of lecture	Primary Purpose a=1 hr all hands b=AIDS in Workplace c=liberty brief d=other	audience size	
SHARP Area/Community Leaders' Report SHARP Leaders are asked to report data in this format to SHARP			
SHARP Area:			
Reporting Period (Qtr/Yr):			
Primary Purpose	total events/classes	total audience size	
1 hr all hands / GMT			
AIDS in the Workplace			
liberty briefings			
other classes / lectures			

To find contact information for your SHARP Area Coordinator or SHARP Community Leader, look on-line at http://www-nehc.med.navy.mil/downloads/hp/sharp_leaders.pdf.

Thank you for helping our people to "Chart a Safe Course"